

HOW TO APPLY

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

MEDIATION SERVICES COORDINATOR/MEDIATOR-CIRCUIT/FAMILY

Annual Base Salary: \$45,303.72

****The successful candidate will be hired at the minimum salary****

General Description

The essential function of the mediation services coordinator/mediator-circuit/family position within the organization is to coordinate and administer court mediation programs and conduct county civil, family and dependency mediations. The position is responsible for scheduling and supervising staff and/or volunteers, managing continuing mediation programs for volunteer and contract mediators, serving as liaison/information resource, reviewing files referred to mediation, and conducting county civil, family and dependency mediations as assigned.

These positions work under general supervision of the Trial Court Administrator or other designated manager (e.g., ADR Director); reporting major activities through periodic meetings.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises court staff, contractors, and volunteer mediators, including training, assigning and evaluating work; reviews work of staff, contractors, and volunteer mediators to ensure regulation compliance.

Supervises, schedules, assigns, organizes and directs volunteers and contract mediators for program mediations throughout the circuit of responsibility; recruits, trains and coordinates volunteers; creates and manages mediator schedules.

Reviews domestic case files referred to mediation to identify issues, assess mediation fees and estimate time needed to mediate the case and report data.

Travels to various counties to meet with judiciary and court staff, assess program effectiveness and needs, and provide mediation services; handles/resolves complaints and case problems.

Develops, plans, coordinates and administers continuing mediation programs for volunteer and contract mediators; plans and organizes appreciation activities for volunteer and contract mediators.

Maintains accurate records of files reviewed, cases mediated, mediation outcomes, fees collected and monies paid out to contractors.

Responds to inquiries from the judiciary, court staff, attorneys and the public regarding mediation programs of responsibility.

Conducts mediations, facilitating discussion of issues between involved parties for court referred cases and prepares agreements, if appropriate.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility, such as statistical reports.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

Reviews case files, confidential reports and other materials pertinent to cases, and informs litigants concerning the mediation process prior to commencement of every mediation.

Completes closing paperwork and statistical records/reports for mediation cases of responsibility.

Completes continuing education training on a regular basis to maintain mediation certification; stays abreast of current standards and practices for certified and court-appointed mediators.

Additional duties as required.

Education and Training Guidelines

- Bachelor's degree in social work, law or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- Four-five years of related experience. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Licenses, Certifications, and Registrations Required

- Requires county civil, family and dependency mediator certification OR requires that applicant is eligible to become certified as a county civil, family and dependency mediator.

Competencies

Data Responsibility:

Directs others in major events and reports on activities and results.

People Responsibility:

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

Negotiates, exchanges ideas, information, and opinions with others to formulate policy and programs or arrives jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirement:

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional personnel.

Complexity of Work:

Performs work involving the application of principles of logical thinking and continuous exposure to pressure.

Impact of Decisions:

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing.

Safety of Others:

Requires considerable responsibility for the safety and health of others.

Special Comments:

- This position is to conduct mediations and prepare settlement agreements for county civil/family/dependency court.
- A thorough criminal and civil background check will be conducted on all final applicants.
- An application addendum is required for final applicant.
- Ability to communicate effectively in writing and orally.
- Ability to manage multiple projects, priorities, and activities.
- Ability to plan, edit, and proofread reports, articles, and other written materials.
- Ability to develop and maintain effective working relationships with members of the judiciary, state court personnel and the public.
- Knowledge of court operations and administration will benefit the successful applicant.
- Must be proficient in the use of Word, WordPerfect and Excel.
- Experience in the legal system will benefit the successful applicant.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.